

**Department of Defense  
Data Services Environment  
Metadata Registry Version 7.5**



**Administrator's Manual**

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# Chapter 1. Introduction

The Data Services Environment (DSE) is an enhanced dashboard that brings together several of the Net-Centric Enterprise Services (NCES) Service Oriented Architecture (SOA) capabilities into a common, modular framework. Its goal is to simplify the publication and discovery of data services that facilitate information sharing across the Department of Defense (DoD). It is your one stop location to access all the existing capabilities including Metadata Registry (MDR), Service Discovery (SD), Net-Centric Publisher (NCP), Enterprise Authoritative Data Source (EADS) Registry, and Enterprise Service Management (ESM).


As an administrator, you will have access to areas of the site that allow you to manage the site's contents such as Briefings and Documentation, Notifications, Forums, Events and static content used throughout the DSE web site. This manual provides detail procedures for using the DSE's administrative tools to perform day-to-day operations.

## ***Conventions Used In This Manual***

The following conventions are used in this manual.

*Table 1. Conventions*

Convention	Description
<b>Bold Text</b>	The names of buttons, fields, menu options, and links will be in <b>bold</b> text.
[Brackets]	Keyboard names, such as [ENTER] and [TAB] are enclosed within brackets.

Convention	Description
Angle Brackets (>)	Navigation selections are connected with angle brackets (>). For example, the instruction, "From the Documents menu, select the List option" will be written as: Select the <b>Documents</b> > <b>List</b> navigation option.
<i>Italicized Text</i>	The name of an option from a drop-down list or radio buttons. For example: Select <i>Active</i> from the <b>Status</b> drop-down list. Values that should be typed exactly as documented will also be italicized. For example: Enter <i>7001</i> in the <b>Port Number</b> field.
	Indicates a tip for using the Data Services Environment.

## ***New In This Release***

### **MDR Version 7.5**

No major modifications were made to the DSE Community in this release of MDR.

## Chapter 2. Getting Started

This chapter provides introductory information for using the DSE.

### ***Requirements for Using the DSE***

To use the DSE, you must have the following:

- An internet connection
- Internet Explorer Version 7 or higher
- An Army Knowledge Online-Single Sign-On (AKO-SSO) account if you need to access other capabilities within the DSE including SD, NCP, EADS, and ESM. Information for requesting an (AKO-SSO) account can be found in the Requesting an AKO/DKO Account section.
- WinZip, if you plan on submitting packages to or downloading packages from the Metadata Registry.



Files downloaded from the Metadata Registry will be opened in a third-party application.

### ***Requesting an AKO/DKO Account***

1. Open your Web browser.
2. Navigate to the URL <https://www.us.army.mil>.



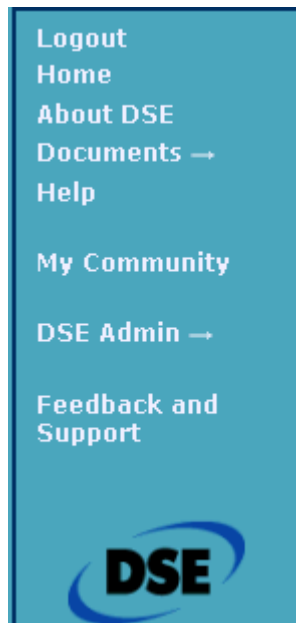
3. Click the **I Accept** button.
4. Under the New User? section, click on the appropriate link for registration and follow the instructions

## ***Accessing the DSE***

Please refer to the DSE User's manual, Chapter 2. Getting Started for information about accessing and logging into the DSE.

## ***Menu Options***

The menu bar for navigating the DSE is located along the left side of each page. Placing your cursor over a menu option highlights the option. Within some of these menu options are sub-menus that are specific to the selected menu option. Placing your cursor over a sub-menu option highlights the option name.



*Figure 1. DSE Menu Bar*

Table 2 lists the available menu options.

*Table 2. Standard Menu Options*

<b>Menu Option</b>	<b>Description</b>
Login	Enables you to login to the DSE.
Home	The first page to display after accessing the DSE. The home page is the <b>Community</b> tab that displays notifications, community forum, event, briefings, and feeds sections.

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**Chapter 2. Getting Started**

Menu Option	Description
About DSE	Displays general information about the DSE and the steps for getting started with the DSE.
Documents	Documents relevant to the DSE.
List	Displays a complete list of documents.
Search	Allows you to search for a document.
NCES Initiatives	Displays information about NCES initiatives.
Help	Allows you to learn more about DSE and provides access to additional information.
My Community	Displays your forum posts and enables you to edit or delete them. Also, displays the events for which you have registered. If you are a POC, you can access your events here.
Feedback and Support	Displays the feedback form.

DSE Admins will also have the menu options listed in Table 3 available. [DSE Admins](#) with Tier 1 privileges will only see the subset of actions related to Tier 1 support tasks: Content.

*Table 3. DSE Admin Menu Options*

Menu Option	Description
DSE Admin	Sub-menu within the DSE Admin menu allows you to manage the contents of the DSE.
Content	Manage briefings, FAQs, new feature entries, notifications, static content, and useful links.
Forum	Manage forum topics.
Events	Manage events.

## **Help**

To learn more about DSE and to find out about additional resources, click on the **Help** link on the menu on the left side of the page. The Data Services Environment Help page is displayed.

## Data Services Environment Administrator's Manual

### Chapter 2. Getting Started

**DATA SERVICES ENVIRONMENT HELP**

The DoD Data Services Environment contains the structural and semantic metadata artifacts critical to successful development, operation, and maintenance of existing and future capabilities that support the DoD Net-Centric Data Strategy.

Interested in learning more about the DoD Data Services Environment? Here are some resources that will help:

- User's Manual [\[download\]](#)
- Administrator's Manual [\[download\]](#)
- [About the Data Services Environment](#)

The DoD requires that all users register for an account before they can use the site.

- [CAC Login](#): Learn how to login to the Registry using a Common Access Card (CAC).
- [SSO Login](#): Learn how to login to the Registry using DKO Single Sign-On (SSO).

Please refer to these sections for other DSE-related topics.

- [Atom Feeds](#): Learn more about the Data Services Environment subscription feeds.

To submit feedback about the Data Services Environment, or to contact the DSE Support Team, click the **Feedback and Support** link provided at the bottom of every page. Complete the Feedback form and click the "Submit" button. All messages are automatically logged in our tracking system and, should you request it, a member of our team will try to respond within twenty-four hours.

*Figure 2. DSE Help Page*

This page provides links to the DSE User's manual and the Administrator's manual; access to information about the DSE; access to information about logging into the DSE using the CAC and the SSO; and information about Atom Feeds.

## Chapter 3. Data Services Environment Administration

### ***Content Management***

Content Management allows an administrator to add, edit, and delete various text entries throughout the site, such as the Briefings and Documentation page or the front page Notifications. Content items are ordered by display order, creation date, and title. Frequently Asked Questions (FAQs) are the exception - they are ordered by category, and then display order within that category.

### **Managing Briefings and Documents**

The Briefings and Documents section provides users with easy access to briefings and documents related to using the DSE.

The following sections provide information for managing the Briefings and Documents content.

#### ***Adding a Briefing or Document***

To add a briefing or document:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Briefings and Documentation* option from the drop-down list.  
A list of briefings and documents displays.

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### Chapter 3. Data Services Environment Administration

CONTENT MANAGEMENT			
<div> Type: <span>Briefings and Documentation</span> </div> <div> 1 - 25 of 109 records </div> <div> page <span>1</span> of 5 <span>GO</span> <span>▶</span> <span>⏮</span> <span>⏭</span> </div>			
Subtype	Title	Date Added ▼	Displayed
Metadata Working Group	abc test	08/16/2010	No
Training	TB_content_081210_7907	08/12/2010	Yes
Other	Test Content T7336	08/09/2010	Yes
Training	NCP Administrator Training	06/29/2010	Yes
Training	SD Overview Training	06/28/2010	Yes
Training	SD Whats New Training	06/28/2010	Yes
Training	NCP Services Training	06/23/2010	Yes
Training	NCP Taxonomies Training	06/23/2010	Yes
Training	DSE Whats New Training	06/22/2010	Yes
Training	NCP DDMS Training	06/22/2010	Yes
Training	NCP Overview Training	06/22/2010	Yes
Training	NCP Resources Training	06/22/2010	Yes
Training	NCP Service Provider Training	06/22/2010	Yes
Training	NCP Whats New Training	06/22/2010	Yes
MDR	Suggested Enhancements for MDR 7.4	06/15/2010	Yes
Metadata Working Group	2010-07-13 Calendar Invite	06/07/2010	No
Metadata Working Group	2010-07-13_DoDMWG index	06/07/2010	No
DOD	DoD Net-Centric Services Strategy	06/04/2010	Yes
Metadata Working Group	DoD Metadata WG Memo	04/14/2010	Yes

*Figure 3. Content Management – Briefings and Documents List*

- Click the **Add New “Briefings and Documentation” Item** link located at the bottom of the page.

The Add a Briefings and Documentation Content Item form displays.

ADD A BRIEFINGS AND DOCUMENTATION CONTENT ITEM

?

Fields with \* are required.

\* **Title:**

\* **Text:**

\* **Subtype:** None Selected ▼

**Downloadable File:**  Browse...

**Base URL:** https://cypher.fgm.com/dse/documents/

**Custom URL Suffix:**   
Custom URLs can only be added to content items with Downloadable files.

**Related Link:**   
URL must start with a valid protocol, such as http://

**Related Link Text:**

**Displayed:** ☒ Yes

Add
Reset
Cancel

*Figure 4. Add a Briefings and Documentation Content Item Form*

4. Provide the following information in the form's fields. Information is required for fields marked with an asterisk (\*).

*Table 4. Add a Briefings and Documentation Content Item Form Fields*

Field Name	Field Value
<b>Title*</b>	A short title to describe the briefing or document. The Title will be the first line of text associated with the briefing or document displayed.
<b>Text*</b>	Text to describe the contents of the briefing or document. The Text will be displayed after the Title.
<b>Subtype*</b>	The subtype category for this content. See Table 14.
<b>Downloadable File</b>	This file displays when the user clicks the <b>[more]</b> link associated with the briefing or document. To associate a file with the briefing or document: <ol style="list-style-type: none"> <li>1. Click <b>Browse</b>.</li> <li>2. Select the file.</li> <li>3. Click <b>Open</b>.</li> </ol>
<b>Base URL</b>	Displays the current base URL.
<b>Custom URL Suffix</b>	A user-defined URL for the item. As you type the URL, the fully-expanded URL at which this resource can be found will display below the field.
<b>Related Link</b>	The URL to which you can provide a link to from the Briefings and Documents page.

Field Name	Field Value
<b>Related Link Text</b>	The name associated with the URL specified in the Related URL field. The link name displays below the document or briefing description.
<b>Displayed</b>	Controls whether the entry displays.

5. Click **Add**.

A page displays the information for the briefing or document that was added.

*Table 5. Briefings and Documents Subtypes*

Briefings and Documents Subtype	Description
COI	Documents that contain COI information.
DDMS	Documents that contain DDMS information.
DOD	Documents that contain DOD information.
MDR	Documents that contain MDR information.
Metadata Working Group	Documents for the Metadata Working Group.
Training	Documents that contain training information.
XML	Documents that contain XML information.
Other	Documents that contain some other type of information.

### **Updating a Briefing or Document**

To update a briefing or document:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Briefings and Documentation* option from the list.  
A list of briefings and documents displays.
3. Click the title of the briefing or document that you would like to update.  
The Update a Briefings and Documentation Content Item form displays.
4. Modify the information as needed.
5. Click **Update**.

### **Deleting a Briefing or Document**



Deleting permanently removes a briefing or document from the DSE. If you think that you may need to display the briefing or document at a later time, you may hide the entry by un-checking the **Displayed** checkbox and clicking **Update**.

To delete a briefing or document:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Briefings and Documentation* option from the list.  
A list of briefings and documents displays.
3. Click the title of the briefing or document that you would like to delete.  
The Update a Briefing and Documentation Content Item form displays.
4. Click **Delete**.

## Managing Frequently Asked Questions (FAQs)

The Frequently Asked Questions (FAQ) list is a list of commonly asked questions about the Metadata DSE. Users may view the FAQs by selecting the **Help** menu option.

### Adding an FAQ

To add an FAQ entry:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *FAQ* option from the list.  
A list of FAQs displays.

CONTENT MANAGEMENT				
<div> Type: <input type="text" value="FAQ"/> </div> <div> 1 - 25 of 30 records </div> <div> page <input type="text" value="1"/> of 2 GO ▶ ▶▶ </div>				
Category ▲	Title	Date Added	Displayed	Display Order
Events	Can Namespace Managers use the MDR Event Feature?	02/06/2009	Yes	10
Login	What is my username?	02/27/2007	Yes	10
Login	What is my password?	02/27/2007	Yes	20
Login	What if I forgot my password?	02/27/2007	Yes	30
Login	How do I change my password?	02/27/2007	Yes	40
Metadata Registration	Should system's information resources (IRs) be converted into XML in support of the DoD XML registration initiative?	02/27/2007	Yes	10
Metadata Registration	Must I register Information Resource (IR) types such as XML?	02/27/2007	Yes	20
Metadata Registration	What XML file should I use to register a set of coded values?	02/27/2007	Yes	30
Metadata Registration	Can I register WSDL files?	02/27/2007	Yes	40
Metadata Reuse	How can I reuse registered XML Schemas?	08/23/2007	Yes	10
Metadata Submission	I would like to submit metadata. How do I get started?	02/27/2007	Yes	10
Metadata Submission	How do I create a submission package?	02/27/2007	Yes	20
Metadata Submission	Can I submit a package without a manifest document?	02/27/2007	Yes	30

Figure 5. Content Management - FAQs List



3. Click the **Add New “FAQ” Item** link located at the bottom of the page.

The Add a FAQ Content Item form displays.

**ADD A FAQ CONTENT ITEM** ?

Fields with \* are required.

\* **Category:**

\* **Question:**

\* **Answer:**

\* **Display Order:**

**Displayed:** ☒ Yes

*Figure 6. Add a FAQ Content Item Form*

4. Enter the following information in the form's fields. Information is required for fields marked with an asterisk (\*).

*Table 6. Add a FAQ Item Form Fields*

Field Name	Field Value
<b>Category*</b>	FAQ entries may be grouped together by category. Enter the category name.
<b>Question*</b>	The question addressed by the FAQ entry.
<b>Answer*</b>	The answer to the question.
<b>Display Order*</b>	The Display Order determines the approximate location of the entry within the page. Enter an integer in the field; 1 displays the entry at the top.
<b>Displayed</b>	Controls whether the entry displays.

5. Click **Add**.

A page displays the information for the FAQ that was added.

### **Updating an FAQ**

To update a briefing or document:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *FAQ* option from the list.  
A list of FAQs displays.
3. Click the title of the FAQ that you would like to update.

The Update a FAQ Content Item form displays.

4. Modify the information as needed.
5. Click **Update**.

### ***Deleting an FAQ***



Deleting permanently removes an FAQ from the Metadata Registry. If you think that you may need to display the FAQ at a later time, you may hide the entry by un-checking the **Displayed** checkbox and clicking **Update**.

To delete an FAQ:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *FAQ* option from the list.  
A list of FAQs displays.
3. Click the title of the FAQ that you would like to delete.  
The Update a FAQ Content Item form displays.
4. Click **Delete**.

## **Managing Notifications**

The Notifications section informs users of the site's availability. It is recommended that this section be used to inform users of scheduled upgrades or system maintenance.

### ***Adding a Notification***

To add a Notification entry:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Notification* option from the list.  
A list of notifications displays.

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CONTENT MANAGEMENT				
<div style="text-align: right;">?</div> <div style="text-align: center;">Type: <span>Notification</span></div> <div style="text-align: right;">1 - 14 of 14 records</div>				
Title	Date Added ▼	Displayed DSE	Displayed MDR	Display Order
Where Did the content management go????	08/18/2010	Yes	Yes	1
Test Notification	08/16/2010	Yes	Yes	20
testnotification100	08/13/2010	Yes	Yes	3
testnotification02	08/09/2010	Yes	Yes	4
testnotification01	08/09/2010	Yes	Yes	1
System Outage	06/15/2010	No	No	1
ebXML Query Service unavailable	05/03/2010	Yes	Yes	90
Wondering about the new look and feel?	04/30/2010	Yes	Yes	80
System Outage	04/11/2010	No	No	1
Net-Centric-Publisher Outage	03/19/2010	No	No	1
System Outage	03/16/2010	No	No	1
Controlled Unclassified Information (CUI)	01/15/2009	Yes	Yes	50
JITC MDR Survey	09/09/2008	No	No	80
Foreign Disclosure Notification	10/05/2007	Yes	Yes	60
<div style="text-align: right;">1 - 14 of 14 records</div> <div style="text-align: right;"><a href="#">Add New "Notification" Item</a></div>				

*Figure 7. Content Management - Notifications List*

- Click the **Add New "Notification" Item** link located at the bottom of the page.

The Add a Notification Content Item form displays.

ADD A NOTIFICATION CONTENT ITEM	
?	
<i>Fields with * are required.</i>	
* Title:	<input type="text"/>
* Text:	<div style="border: 1px solid black; height: 150px;"></div>
* Display Order:	<input type="text" value="1"/>
Displayed on DSE:	<input checked="" type="checkbox"/> Yes
Displayed on MDR:	<input checked="" type="checkbox"/> Yes
E-mail Users on Submit?:	<input type="checkbox"/> Yes
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

*Figure 8. Add a Notification Content Item Form*

- Enter the following information in the form's fields. Information is required for fields marked with an asterisk (\*).

*Table 7. Add a Notification Content Item Form Fields*

Field Name	Field Value
------------	-------------

Field Name	Field Value
<b>Title*</b>	A short title to describe the entry. The Title will be the first line of text associated with the Notification entry displayed in the page.
<b>Text*</b>	Text to describe the entry. The Description will be displayed after the Title in the page.
<b>Display Order*</b>	The Display Order determines the approximate location of the entry within the page. Enter an integer in the field; 1 displays the entry at the top.
<b>Displayed on DSE</b>	To display the entry on the DSE Home page, check this checkbox.
<b>Displayed on MDR</b>	To display the entry on the Metadata Registry Home page, check this checkbox.
<b>E-mail Users on Submit?</b>	Send an e-mail to users when a new entry is submitted.

5. Click **Add**.

A page displays the information for the Notification entry that was added.

### ***Updating a Notification***

To update a notification:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Notification* option from the list.  
A list of Notification entries displays.
3. Click the title of the Notification entry that you would like to update.  
The Update a Notification Content Item form displays.
4. Modify the information as needed.
5. Click **Update**.

### ***Deleting a Notification Entry***



Deleting permanently removes a notification from the DSE. If you think that you may need to display the notification at a later time, you may hide the entry by unchecking the **Displayed** checkbox and clicking **Update**.

To delete a Notification entry:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.

2. Select the *Notification* option from the list.

A list of Notification entries displays.

3. Click the title of the Notification entry that you would like to delete.

The Update a Notification Content Item form displays.

4. Click **Delete**.

## Managing Static Content

Static content are areas of the DSE and MDR which display informational text to users. The available static content areas are discussed in the following sections.

### About the Data Services Environment

The **About the Data Services Environment** option displays the About the Data Services Environment static content when you click on the **About DSE** link on the menu in the DSE. An architectural view of the Data Services Environment is also displayed on that page.

**ABOUT THE DATA SERVICES ENVIRONMENT**

The Data Services Environment (DSE) is an enhanced dashboard that brings together several of the NCES SOA capabilities into a common, modular framework. Its goal is to simplify the publication and discovery of data services that facilitate information sharing across the Department of Defense. In this release, links to the Metadata Registry (MDR), Service Discovery (SD), Net-Centric Publisher (NCSP), and Enterprise Service Management (ESM) are available at all times, no matter which site you are browsing.

**Data Services Environment Overview**

DATA SERVICES ENVIRONMENT				
SERVICE MANAGEMENT		METADATA MANAGEMENT		MONITORING
SERVICE DISCOVERY	NET-CENTRIC PUBLISHER	METADATA REGISTRY	ENTERPRISE AUTHORITATIVE DATA SOURCE REGISTRY	ENTERPRISE SERVICE MANAGEMENT
Search the Enterprise Service Registry for Service Providers and Services	Publish to the Metadata Registry, Service Registry, and Enterprise Catalog	Collect, store, and disseminate structural and semantic metadata information resources	Assert authoritative data sources including systems, data stores and capabilities that fulfill particular data needs.	On-demand access to robust reporting and management capabilities for your Web Services environment

**GETTING STARTED**

If you have existing accounts with any of the DSE capabilities (such as an MDR username and password), your old credentials should still work. If you are new to DSE, you should begin by obtaining an Army Knowledge Online / Defense Knowledge Online account (AKO/DKO). All of the DSE capabilities allow for easy Single Sign-On (SSO) login via an existing AKO/DKO account, and CAC card login is also available on NIPRNET.

1. Obtain an AKO/DKO account through [Army Knowledge Online](#).
2. Visit the [DSE Login](#) page and login with your AKO/DKO credentials.
3. After logging in, you will have immediate access to Service Discovery and Enterprise Service Management.
4. To make use of the Metadata Registry or the Net-Centric Publisher, you will need to register for an MDR account and associate it with your AKO/DKO account. For additional details about this step, please read the MDR Help articles about [Registration](#), [CAC Login](#), and [SSO Login](#), or read the "Getting Started" section of the [MDR User Manual](#).

Note: The Metadata Registry is still available to NATO partners via an MDR account. Please read the [MDR Registration](#) article for details.

Figure 9. About DSE

### About the Metadata Registry

The **About the Metadata Registry** option displays the About the Metadata Registry static content when you click on the **About** link on the menu in the MDR. An architectural view of the Metadata Registry is also displayed on that page.

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### Chapter 3. Data Services Environment Administration

#### ABOUT THE METADATA REGISTRY

**Foreign Disclosure:** Please be advised that the unclassified NIPRNet instance of the DoD Metadata Registry (MDR) user base includes sponsored users from outside of the Department of Defense, including non-US citizens (NATO users – see [NATO-DISA MDR MOU](#)). Accordingly, unclassified metadata assets with restricted distribution should be submitted and stored as Controlled Unclassified Information (CUI) in CUI-enabled Governance Namespaces only. For more information see [Notification on Unclassified but Sensitive Metadata](#).

As part of the overall DoD Net-Centric Data Strategy, the DoD CIO established the DoD Metadata Registry and a related metadata registration process for the collection, storage and dissemination of structural metadata information resources (schemas, data elements, attributes, document type definitions, style-sheets, data structures etc.). This Web-based repository is designed to also act as a Clearinghouse through which industry and government coordination on metadata technology and related metadata issues can be advanced. As OASD's Executive Agent, DISA maintains and operates the DoD Metadata Registry under the direction and oversight of OASD(NII).

**Concept of Operations:** PDF document of the current Concept of Operations for the DoD Metadata Registry. The document contains the general requirements and use cases that the MDR is intended to fulfill as well as the types of metadata with which the MDR is designed to work.

**MDR Requirements:** Microsoft Excel spreadsheets listing the latest DoD Metadata Registry and Clearinghouse (MDR) approved requirements.

The DoD Metadata Working Group (DoD MWG) consists of members of the DISA Engineering Staff, Namespace Managers, representatives of related Working Groups, members of the MDR Operations Staff, DoD Developers, and other interested parties. The DoD MWG is responsible for ensuring that the DoD Metadata Registry and Clearinghouse (and other metadata management capabilities) meets the goals of net-centricity and Enterprise metadata requirements. The DoD MWG meets bi-monthly. For more information on the DoD MWG see the [DoD MWG](#) page.

#### Architectural View of the Metadata Registry

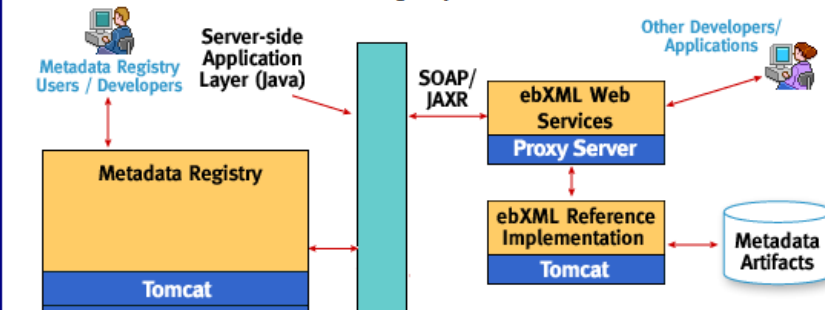


Figure 10. About the Metadata Registry

### COI Directory Links

The COI Directory Links option displays the COI Directory Links static content when you click on the **COI Links** option on the **COI Directory** sub-menu in the MDR.

#### COI DIRECTORY LINKS

**COI Information and Toolkit:** Information on the COI Forum, COI Toolbox, and other helpful resources at AKO/DKO (separate login may be required).

**CES Discovery Whitepaper and Interface Specification:** This document focuses on the Core Enterprise Services (CES) for Discovery, summarizing their key characteristics, how information providers advertise, and how user-consumers search for DOD information resources.

**Data Strategy Directive - 8320.2:** Data Sharing in a Net-Centric Department of Defense.

**8320.2g - Data Sharing Directive Implementation Guide:** Guidance for Implementing Net-Centric Data Sharing.

**DDMS:** Department of Defense Discovery Metadata Specification.

**DISR Online:** DoD IT Standards Registry (DISR) Baseline (DoD or ECA PKI Required).

The content of this page is managed by the MDR Administrators. Please contact the support team using the "Feedback and Comments" link at the bottom of the page to add or remove links.

[Back to COI Menu](#)

Figure 11. COI Directory Links Page

## ESM Welcome Page

The ESM Welcome Page option displays the Enterprise Service Management (ESM) welcome page static content when you access the ESM site.

**ENTERPRISE SERVICE MANAGEMENT (ESM)**

The NCES ESM capability provides on-demand web-based access to robust reporting and management capabilities for your Web services environment. As the number of Web services deployed across the extended enterprise increases, the ability to effectively manage them becomes critical to ensure a successful Service Oriented Architecture (SOA) implementation. NCES ESM addresses the management of Web services through monitoring, measuring, reporting, and alerting, to enable the Service Providers to improve the Quality of Service (QoS) of their Web services. NCES ESM enables Service Providers to transition from reactive maintenance to proactive management of Web services with minimal performance degradation.

This first release of the [Data Service Environment](#) merely provides a launch page for the ESM web console. The ESM console is available on NIPRNET to any user with a valid CAC card. On SIPRNET, it is available to any user with a valid PKI soft certificate.

[Click here to login to the NCES ESM Web Console](#)

Interested in learning more about ESM? Please visit the [Enterprise Service Management Homepage](#).


Figure 12. ESM Welcome Page

## Metadata Working Group Briefs

The Metadata Working Group Briefs static content displays when you select the **Working Group** menu option in the MDR.

**UNCLASSIFIED**

Community | **Metadata Registry** | Net-Centric Publisher | Service Discovery | EADS Registry | Enterprise Service Management

[Logout](#)  
[Home](#)  
[About](#)  
[Working Group](#)  
[Help](#)  
  
[My Workspace](#)  
[Search](#)  
[View →](#)  
[Add →](#)  
[Reports](#)  
  
[COI Directory →](#)  
[MDR Admin →](#)  
  
[Feedback and Support](#)  
  


**METADATA WORKING GROUP BRIEFS**

The next DoD Metadata WG Meeting will be 13 Jul 2010, 9am-4:30pm in the MITRE-1 Auditorium. Please [submit topics for this and future meetings](#).

- [Draft!! 2010-07 Meeting Details](#)

Download the briefings from the previous meetings:

- [2010-04 Meeting - \(updated\)](#)
- [2010-01 Meeting](#)
- [2009-10 Meeting](#)
- [2009-07 Meeting \(All Materials\)](#)
- [2009-02 Meeting](#)
- [2008-10 Meeting](#)
- [2008-07 Meeting](#)
- [2008-04 Meeting](#)
- [2008-01 Meeting](#)
- [2007-10 Meeting](#)
- [2007-07 Meeting](#)
- [2007-04 Meeting](#)
- [2007-01 Meeting](#)
- [Metadata Working Group Memorandum](#)

To subscribe to the DoD Metadata WG listserv, please send an email to [listserv@lists.mitre.org](mailto:listserv@lists.mitre.org).

1 - 25 of 45 records

page 1 of 2 [GO](#) [▶](#) [▶▶](#)

Title	Type	Date Added ▼
abc test test	Metadata Working Group	08/16/2010
<b>DoD Metadata WG Memo</b> DoD Dep CIO Memorandum that transitions responsibility of the DoD Metadata Working Group to DISA <a href="#">[download]</a>	Metadata Working Group	04/14/2010

Figure 13. Metadata Working Group Briefs Static Content

## NCES Initiatives

The NCES Initiatives static content displays when you select the **Documents > NCES Initiatives** menu option in the DSE.



## ***What's New***

The What's New section displays information about new features in the DSE and the Metadata Registry. The New Features section displays on the About page for both the DSE and the MDR, accessible from the **About DSE** and the **About** menu option in the DSE and the MDR, respectively.

## ***Updating Static Content***

To update the static content:

1. Select the **DSE Admin > Content** menu option.

The Content Management page displays.

2. Select the *Static Content* option from the list.

A list of the available static content titles display.

Title ▲
About the Data Services Environment
About the Metadata Registry
COI Directory Links
DSE About Page
DSE Notification
DSE Welcome Page
ESM Welcome Page
Metadata Working Group Briefs
NCES Initiatives
What's New

*Figure 14. Content Management - Static Content*

3. Click the name of the title that you would like to update.

The Update a Static Content Item page displays.



UPDATE A STATIC CONTENT ITEM

?

*Fields with \* are required.*

\* **Title:** About the Data Services Environment

\* **Text:** <p>The Data Services Environment (DSE) is an enhanced dashboard that brings together several of the [NCES SOA](#) capabilities into a common, modular framework. Its goal is to simplify the publication and discovery of data services that facilitate information sharing across the Department of Defense. In this release, links to the Metadata Registry ([MDR](#)), Service Discovery ([SD](#)), Net-Centric Publisher ([NCSP](#)), and Enterprise Service Management ([ESM](#)) are available at all times, no matter which site you are browsing.</p><b>Data Services Environment Overview</b><br>

Update

Reset

Cancel

*Figure 15. Updating Static Content*

4. Change the content as needed.
5. Click **Update**.

## Managing Useful Links

Useful links static content displays when you select the **Help** menu option in the MDR and then select the link for **Useful Links** on the Metadata Registry Help page.

### *Adding a Useful Link*

To add a useful link:

1. Select the **DSE Admin > Content** menu option.

The Content Management page displays.
2. Select the *Useful Link* option from the list.

A list of useful links displays.

## Data Services Environment Administrator's Manual

### Chapter 3. Data Services Environment Administration

**CONTENT MANAGEMENT**

?

Type: Useful Link

1 - 12 of 12 records

Title ▲	Date Added	Displayed	Display Order
Cafe con Leche XML News and Resources	02/27/2007	No	40
Data & Analysis Center for Software (DACS)	02/27/2007	No	50
DoD CIO Data Strategy Guidance	04/19/2007	No	10
IC Information Sharing - Metadata	04/19/2007	No	20
Net-Centric Enterprise Services	12/21/2007	No	30
NGA/DCGS Metadata Monthly	04/22/2009	No	1
OASIS - XML Cover Pages	02/27/2007	No	60
The XML FAQ	02/27/2007	No	80
W3C Architecture Domain - XML	02/27/2007	No	70
W3C Semantic Web Activity	02/27/2007	No	110
XML.com	02/27/2007	No	90
XMLInfo.com	02/27/2007	No	100

1 - 12 of 12 records

[Add New "Useful Link" Item](#)

Figure 16. Content Management – Useful Links List

- Click the **Add New “Useful Link” Item** link located at the bottom of the page.

The Add a Useful Link Content Item form displays.

**ADD A USEFUL LINK CONTENT ITEM**

?

*Fields with \* are required.*

**\* Text:**

**\* Display Order:**

**\* URL:**

URL must start with a valid protocol, such as http://

**\* URL Text:**

**Displayed:** ☒ Yes

Figure 17. Add a Useful Link Content Item Form

- Enter the following information in the form's fields. Information is required for fields marked with an asterisk (\*).

Table 8. Add a Useful Link Content Item Form Fields

Field Name	Field Value
<b>Text*</b>	A description of the website displayed when the user clicks the URL link text.

Field Name	Field Value
<b>Display Order*</b>	The Display Order determines the approximate location of the entry within the page. Enter an integer in the field; 1 displays the entry at the top.
<b>URL*</b>	The URL of the web page that you would like to display when the user clicks the URL link text.
<b>URL Text*</b>	The text displayed for the URL link.
<b>Displayed</b>	To display the entry on the Metadata Registry web site, check the <b>Display</b> checkbox.

5. Click **Add**.

A page displays the information for the useful link that was added.

### **Updating a Useful Link**

To update a useful link:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Useful Link* option from the list.  
A list of useful links displays.
3. Click the title of the useful link that you would like to update.  
The Update a Useful Link Content Item form displays.
4. Modify the information as needed.
5. Click **Update**.

### **Deleting a Useful Link**



Deleting permanently removes a useful link from the Metadata Registry. If you think that you may need to display the useful link at a later time, you may hide the entry by un-checking the **Displayed** checkbox and clicking **Update**.

To delete a useful link:

1. Select the **DSE Admin > Content** menu option.  
The Content Management page displays.
2. Select the *Useful Link* option from the list.  
A list of useful links displays.
3. Click the title of the useful link that you would like to delete.  
The Update a Useful Link Content Item form displays.

4. Click **Delete**.

## Forum Management

Users may add content to the Community Forum section of the DSE home page. However, as the DSE administrator, you may update any of this content.

### Updating a Forum Topic

To update a forum topic:

1. Select the **DSE Admin > Forum** menu option.

The Community Forum Management page displays a list of the forum topics.

2. Click the name of the forum topic that you would like to update.

The Update Forum Topic form displays.

**UPDATE FORUM TOPIC**

\* **Title:**

\* **Description:**

\* **Security Level:**

\* **Owner and Producer:**

\* **Keywords:**

**Rating:** 0

**Submitter:** [Kanwalpreet Singh \(kps@us.army.mil\)](#)

**Creation Date:** 08/03/2010

**Last Update:** 08/19/2010

\* **Expiration Date:**

**Displayed:** ☒ Yes

**Comments:** This topic does not have any comments.

Fields with \* are required.

Figure 18. Updating a Forum Topic

3. Modify the information as needed.
4. Click **Update**.

## Deleting a Forum Topic



Deleting permanently removes a forum topic from the DSE. If you think that you may need to display the forum topic at a later time, you may hide the entry by unchecking the **Displayed** checkbox and clicking **Update**.

To delete a forum topic:

1. Select the **DSE Admin > Forum** menu option.  
The Community Forum Management page displays a list of the forum topics.
2. Click the name of the forum topic that you would like to delete.  
The Update Forum Topic form displays.
3. Click **Delete**.

## Events Management

Information about upcoming meetings and other events, such as meetings of the Metadata Working Group may be posted to the Events section of the DSE home page.

### Adding an Event

To add an event:

1. Select the **DSE Admin > Events** menu option.  
The Events page displays a list of events.

**Data Services Environment Administrator's Manual**  
**Chapter 3. Data Services Environment Administration**

EVENTS <span style="float: right;">?</span>			
Name	Start Date ▼	End Date	Displayed
Community of Interest (COI) Forum	01/12/2010	01/12/2012	Yes
MDR Content Review Focus Group	11/24/2009	11/24/2012	Yes
Community of Interest (COI) Forum	10/20/2009	10/20/2009	Yes
2009-10-20 DoD MWG Mtg	10/20/2009	10/20/2009	Yes
MDR Content Review Focus Group	08/13/2009	08/13/2009	No
Community of Interest (COI) Forum (SECRET)	07/15/2009	07/15/2009	No
Community of Interest (COI) Forum (Unclassified)	07/15/2009	07/15/2009	No
Joint DoD-IC Data Meeting	07/15/2009	07/16/2009	No
GSIN Harmonization Team Meeting	05/18/2009	05/21/2009	No
MDR Content Review	04/30/2009	04/30/2009	No
Community of Interest (COI) Forum	04/08/2009	04/08/2009	No
4 Feb DoD MWG	02/04/2009	02/04/2009	No
Community of Interest (COI) Forum 2	01/13/2009	01/13/2009	No
Net-Centric Data Exchange Standards Committee (NCDESC)	10/29/2008	10/31/2008	No
DoD Metadata Working Group Meeting	10/22/2008	10/22/2008	No
Community of Interest (COI) Forum	10/14/2008	10/14/2008	No
1 - 16 of 16 records			
<a href="#">Add a New Event</a>			

*Figure 19. Events List*

- Click the **Add a New Event** link at the bottom of the page.

The Add an Event form displays.

**ADD AN EVENT**

?

**\* Name:**

**\* Type:** Other ▼

**\* Begins:**    
(date, MM/DD/YYYY)

(military time, i.e. 0830)

**\* Ends:**    
(date, MM/DD/YYYY)

(military time, i.e. 0830)

**Displayed:** ☐ Yes

**\* Description:**

**\* Point of Contact:** No POC selected yet. Select POC

**\* Location Name:**

**\* Address:**

**\* City:**

**\* State:**

**\* Zip Code:**

**Room Capacity:**

**Dial-in Available:** ☐ Yes

**Allow Waitlist:** ☐ Yes

Fields with \* are required.

*Figure 20. Add an Event Form*

3. Enter the following information in the form's fields. Information is required for fields marked with an asterisk (\*).

*Table 9. Add an Event Form Fields*

Field Name	Field Value
<b>Name*</b>	The name of the event.
<b>Type*</b>	The event type.
<b>Begins*</b>	The date and time on which the event begins. Please use military time.
<b>Ends*</b>	The date and time on which the event ends. Please use military time.
<b>Displayed</b>	If checked, the event will display on the DSE home page.
<b>Description*</b>	A description of the event.

Field Name	Field Value
<b>Point of Contact*</b>	The name of the event's point of contact. Click the <b>Select POC</b> button to select a registered DSE user as the Point of Contact.
<b>Location Name *</b>	The location at which the event will be held.
<b>Address *</b>	The street address at which the event will be held.
<b>City *</b>	The city in which the event will be held.
<b>State *</b>	The state in which the event will be held.
<b>Zip Code *</b>	The zip code in which the event will be held.
<b>Room Capacity</b>	The maximum room capacity for the event.
<b>Dial-in Available</b>	If checked, this event offers the option of dialing-in for the attendees.
<b>Allow Waitlist</b>	If checked, this event can have a waitlist of users if the event becomes full.

4. Click **Add**.

## Updating an Event

To update an event:

1. Select the **DSE Admin > Events** menu option.  
The Events page displays.
2. Click the name of the event that you would like to update.  
The Edit an Event form displays.
3. Modify the information as needed.
4. Click **Update**.

## Managing Event Registrants

To view the registrants for an event:

1. Select the **DSE Admin > Events** menu option.  
The Events page displays.
2. Click the name of the event for which you would like to view registrants.  
The Edit an Event form displays.



3. Click the **Manage Signups** button.

The Manage Users form displays.

**EVENT TO MEET DSE USERS: MANAGE USERS**
?

**Users Attending (5)**

Name	Email	Telephone	Organization	Registration Date	Action
Bell, Tricia	<a href="mailto:tbell@gmail.com">tbell@gmail.com</a>		NextTech Inc.	Aug 19, 2010	Select... ▼
<a href="#">Greenberg, Diana</a>	<a href="mailto:dianag@fgm.com">dianag@fgm.com</a>		No organization provided	Aug 19, 2010	Select... ▼
Hills, Karen	<a href="mailto:khills@dod.mil">khills@dod.mil</a>		NextTech Inc.	Aug 19, 2010	Select... ▼
Hollander, Kevin	<a href="mailto:khollander@yahoo.com">khollander@yahoo.com</a>		CommCon	Aug 19, 2010	Select... ▼
Smith, Pat	<a href="mailto:psmith@gmail.com">psmith@gmail.com</a>		NextTech Inc.	Aug 19, 2010	Select... ▼

**Waitlisted Users (0)**

**Users Dialing In (2)**

Name	Email	Telephone	Organization	Registration Date	Action
Hathaway, Stuart	<a href="mailto:shat@fgm.com">shat@fgm.com</a>		FGM	Aug 19, 2010	Select... ▼
Stu, Eric	<a href="mailto:estu@yahoo.com">estu@yahoo.com</a>		DISA	Aug 19, 2010	Select... ▼

[Register an SSO User](#)  
[Register a non-SSO User](#)  
[Contact All Users](#)  
[Back to Event](#)

*Figure 22. Manage Users*

There are three actions you can select in the **Action** drop-down list:

- Move to Waitlist
- Move to Dial-In
- Delete

Click the **Save Changes** button to save when you are done. Click the **Back to Event** link when you are done managing signups.

Click the **Register an SSO User** link to register an AKO/CAC user. Then search for the user and click **Select** for the user to register.

Click the **Register a non-SSO User** link to register a non-AKO/CAC user. Enter the user's information and click **Submit**.

Click the **Contact All Users** link to send an email to all attendees, including waitlisted and dial-in.

## Deleting an Event

To delete an event:

1. Select the **DSE Admin > Events** menu option.  

The Events page displays.
2. Click the name of the event that you would like to delete.

The Edit an Event form displays.

3. Click **Delete**.